

**Named Highways)** for information on these markers. Requests to place markers covered by these sections should be directed to the District Director.

Another type of memorial is the roadside memorial, which consists of objects such as: white crosses, wreaths, flowers, personal items, etc. They commemorate the memory of loved ones that died while traveling on a particular State highway. Placement of roadside memorials is not allowed in the State's right of way unless required by specific legislation. As in the Memorial/Historical Plaques Program, legislative action must occur before an encroachment permit is issued.

#### **501.3F GATEWAY MONUMENTS**

##### **Permit Code GM**

The Department has initiated a voluntary pilot program, hereinafter referred to as a "demonstration program"; to consider proposals for the construction of Gateway Monuments within operational highway right-of-way submitted by a city, county or township, hereinafter referred to as a "Local Entity".

Participation in this demonstration program shall be at the sole discretion of each District Director.

The District has the authority to require additional conditions above and beyond the established guidelines of this demonstration program.

The duration of this demonstration program will be for a period of four years, from January 1, 2005 to December 31, 2008. The Department may discontinue this demonstration program at any time prior to the termination date. The Department will accept preliminary Gateway Monument proposals only during the first two years of the demonstration program, until December 31, 2006. **Proposals for the placement of Gateway Monuments will not be accepted after December 31, 2006.**

A Gateway Monument is defined as any **freestanding** structure or sign, non-integral or non-required highway feature that will communicate the name of a city, county or township. A Gateway Monument may include the officially adopted seal or slogan of the Local Entity.

Gateway Monuments differ from Community Identification in that Community Identification is defined as images or text that conveys information about a region, community or Local Entity that may be integrated, painted or placed as an aesthetic treatment upon engineered highway facilities. Refer to the *Project Development Procedures Manual*, Chapter 29 – Landscape Architecture, Section 8 – "Community Identification" for specific information on Community Identification.

Gateway Monuments differ from Transportation Art in that Gateway Monuments may include text and must be a freestanding structure or sign, not integral to a required highway facility. Refer to the *Project Development Procedures Manual*, Chapter 29 - Landscape Architecture, Section 6 - "Transportation Art" for specific information on Transportation Art.

Gateway Monument proposals incorporated with transportation projects will need to be identified in the Cooperative Agreement and shall be subject to the review process detailed below and constructed under a separate permit. Gateway Monuments included as part of a capital improvement project, regardless of funding source, will be reviewed and approved through the Department's project development process and as directed within these guidelines.

**Submittal Requirements for Preliminary Proposal**

The Local Entity shall first consider feasible alternatives in lieu of placement of a Gateway Monument within operational highway right-of-way. The alternatives shall include but are not limited to the following:

1. Locate the proposed Gateway Monument outside of the operational highway right-of-way.
2. Community Identification on existing or proposed-engineered highway features.
3. Aesthetic treatment for an existing or proposed transportation facility.
4. Utilization of existing or natural topographic features in the placement of the Gateway Monument.

The Local Entity shall provide the Department professionally prepared plans depicting the following information:

1. Site-specific proposal (Index Sheet, with vicinity map).
2. Dimensions and offsets (R/W lines, Edge of Pavement, Center Line, Clear Recovery Zone).
3. Locations for placement of the proposed Gateway Monument (topography).
4. Preliminary sketches, elevations of proposed Gateway Monument.
5. Discussion of proposed materials, colors, text, etc
6. Proposed message to be communicated.

Safety determinations affecting highway operation, maintenance or tort liability shall be documented in a Permit Engineering Evaluation report (PEER), when not prepared in conjunction with a proposed or ongoing State and federal Project through a Project Initiation Document (PID).

All costs for proposed Gateway Monument design, construction, access for maintenance, maintenance, and if required, removal of the Gateway Monument shall be the sole responsibility of the Local Entity and shall be stipulated in detail within the package submittal.

**Preliminary Proposal Review/Approval Process**

Gateway Monument submittals shall be reviewed for approval or denial with primary considerations to safety (location), environmental considerations, appropriateness, aesthetics, access for maintenance purposes, and the message being communicated.

Aesthetics in this context is for a proposed **freestanding** Gateway Monument, and shall not be confused with aesthetic treatments incorporated into engineered highway features (sound walls, retaining walls or other highway features).

The District Gateway Monument Coordinator (designated by the District Director) shall be the single point of contact to qualify and process all submittals. The Local Entity shall submit a preliminary Gateway Monument proposal to the District Gateway Monument Coordinator who will evaluate and determine if the scope of work is appropriate for the corridor. Additional documentation, exhibits, or amendments of the proposed scope of work may be required before a preliminary proposal is deemed complete and routed to the appropriate Functional Reviewing Units for comments.

Submittals for the placement of Gateway Monuments within Interstate highway right-of-way shall comply with Chapter 3, Exceptions to Policy, Section 301 of the *Encroachment Permits Manual* and require the review and approval of the FHWA. The District Gateway Monument Coordinator shall obtain the exception to policy from Headquarters' Division of Design.

Upon receipt of all reviews and comments, the District Gateway Monument Coordinator will advise the Local Entity to incorporate them and to resubmit the proposal.

### **Submittal Requirements for Final Proposal**

A final Gateway Monument proposal must be supported by the Local Entity that has jurisdiction in the area where the Gateway Monument will be incorporated with the transportation facility.

The Local Entity shall issue an adopted resolution or other official document recommending approval of the proposed design of the Gateway Monument and requesting installation within the operational highway right-of-way. The adopted resolution or other official documentation shall describe the Local Entity's:

1. Jurisdiction over the area of the project site.
2. Approval of the Gateway Monument content.
3. Funding responsibility.
4. Commitment to ensure maintenance of the Gateway Monument, including timely graffiti removal, repair, and removal (restoration) of the Gateway Monument as needed.
5. Proposed schedule for commencing and completing project installation, if by separate permit.

A licensed Landscape Architect, Architect or Professional Engineer shall professionally prepare final submittals for a Gateway Monument proposal. Exhibits, plans and details shall include but are not limited to:

1. A full description of the proposed Gateway Monument, including location, construction and installation techniques, details necessary to convey construction methods, and proposed materials, including, but not limited to, paint, and protective coatings.
2. Specifications for proposed materials, including Material Data Sheets.
3. A scaled drawing and/or model (the Department may furnish necessary site data).

4. Elevations and details clearly illustrating and dimensioning the proposal (the Gateway Monument must be aesthetically pleasing on all visible sides).
5. Construction schedule.
6. Cost estimate.
7. Traffic Control plans and provisions if required.
8. Maintenance plan, schedule and proposed access for maintenance purposes.
9. Environmental documentation.
10. Proposed message to be communicated, color scheme, lighting.
11. Alternatives considered properly documented and included.

### **Final Proposal Review/Approval Process**

The District Gateway Monument Coordinator shall be the single point of contact to process final Gateway Monument proposals from the Local Entity. The District Gateway Monument Coordinator will evaluate the final proposal to verify that previous comments have been incorporated into the submittal. Qualified final submittals will then be forwarded to the District Director for approval. This approval by the District Director cannot be sub-delegated.

If approved by the District Director, the District Gateway Monument Coordinator will advise the Local Entity to apply for an Encroachment Permit and include the final submittal and approval documents.

### **Encroachment Permit Issuance**

The District Encroachment Permits Office will issue the primary Gateway Monument (GM) to the Local Entity as a fee exempt permit. Provisions of the primary permit shall include but are not limited to the following: general provisions, special provisions and the maintenance agreement. If not addressed in the cooperative agreement, a non-exempt double permit (DP) shall be issued to the contractor hired by the Local Entity for construction activities.

Additional information can be found at the following URL:

<http://www.dot.ca.gov/hq/LandArch/gateway.htm>

Proposals submitted for the placement of Gateway Monuments shall be in compliance with State environmental laws and regulations as well as the guidelines listed in Table 5.1 (a)

**Table 5.1 (a)**  
**Guidelines for the Placement of Gateway Monuments**

Only one Gateway Monument installation will be allowed per State Highway or Interstate approach (one in each direction) into a Local Entity contiguous to the highway and within its boundary limits.

Existing Gateway Monument features located on private or public property and within 660 feet of the State right-of-way will be considered to be the allowed feature and no additional Gateway Monument will be approved.

The proposed Gateway Monument shall:

- incorporate a community name, logo, seal or slogan that has been associated historically with the community.
- be properly maintained, clean and free from defects or damage. Designs shall be developed to require minimal or no maintenance, minimizing exposure to workers and the traveling public to potential risks. Prior to the issuance of the encroachment permit, a Maintenance Agreement (as outlined in Appendix B) shall be developed and entered into with the Department. Maintenance access shall be as stipulated by the Department in the agreement and should be provided from outside the highway right-of-way, wherever possible.
- be subject to the review and approval of the Department in consideration of design, size, and scale for appropriate integration on urban or rural highway features.
- be appropriate to its proposed setting and community context.
- be in proper size and scale with its surroundings. The maximum size shall fit within 10 cubic meters (353 cubic feet). The width shall not exceed 6 meters (20 feet) and the height shall not exceed 6 meters (20 feet) above existing grade.
- be composed of materials that are durable for the projected life span of the project.
- be in compliance with Section 309.1 of the Highway Design Manual, and the "Roadside Design Guide," published by the American Association of State Highway and Transportation Officials (AASHTO), located outside of the site specific clear recovery zone.
- conform to provisions of the Outdoor Advertising Act.
- include, if required by the Department, approved protective graffiti coatings.

The proposed Gateway Monument shall not:

- be allowed within the median areas of controlled access highway right-of-way.
- contain any displays of any sort, advertising, decorative banners, flags or flag poles, religious, political, special interest, private, or commercial messages of any sort including but not limited to symbols, logos, business names, trade names, jingles, or slogans, telephone numbers, street addresses, or Internet addresses.
- create a distraction to the motoring public, mimic or interfere with official traffic control devices, restrict sight distance, protrude over travel lanes or roadbed, or interfere with airspace above the roadway.
- include reflective or glaring surface finishes, or illumination that impairs or distracts the vision of transportation system users. Other lighting may be permitted.
- display blinking or intermittent lights, including changeable message signs.
- include moving elements (kinetic art) or simulate movement.
- make use of or simulate colors or combinations of colors usually reserved for official traffic control devices described in the FHWA Manual on Uniform Traffic Control Devices (MUTCD).
- be placed within State right-of-way upon trees, painted or drawn upon rocks or other natural features.
- require the removal of trees or vegetation for visibility, or harm trees during construction. Pruning of tree branches or roots, and removal of shrubs should be avoided, and will be allowed only with written approval of the District Landscape Architect.
- negatively impact existing highway features including exit signs, irrigation systems, necessary drainage patterns and facilities.

#### **501.4      Adopt-A-Highway, Adopt-A-Mission Bell** **Permit Code AH**

The fee exempt permit issued for the Adopt-A-Highway (AAH) Program allows participation by individuals, businesses, corporations, and organizations for roadside enhancement involving: litter removal, sweeping, rest area maintenance, seedling tree planting, wildflower planting,